

James D. Moore, State Archives, Northwest Region

ACCESS TO RECORDS IN STATE ARCHIVES		
Reference services provided (FY 1994) Individual daily visits 1,160 Mail requests 200 Telephone requests 1,208 Reference activity has increased over last 2 years.	Arrangement and description activities (FY 1994) Records arranged and described 970 cu. ft.	
		Descriptions of holdings are provided through:
		Gen Cat database
		Nonelectronic finding aids available at State Archives describe 60% of the holdings at the record group and series level.
		Published finding aids produced by State Archives describe 20% of holdings at record group and series level
Services provided free of charge: Use of reference room Faxes of documents or finding aids	cont.	
		cont.

Access to Records in State Archives, cont.**Reference services, cont.****Services provided for a fee:**

Answers to in-state and out-of-state mail requests
 Photocopies of documents or finding aids No fees have been initiated in last 2 years.

Arrangement and description, cont.

Automated finding aids accessible in-house describe 100% of State Archives holdings at the records group and series level

FACILITIES**State Archives Building**

(rented by Archives and Records Management Division)

Constructed: 1962 Renovated: 1988

Total storage capacity: 125,000 cu. ft.

Percent now occupied: 100%
 Already full to capacity
 No construction planned

Existing environmental controls (NFPA standards):

20% year-round temperature controls
 20% year-round humidity controls
 85% fire detection
 5% fire suppression

State Records Center

(rented by Archives and Records Management Division)

Constructed: 1992

Total storage capacity: 250,000 cu. ft.

Percent now occupied: 55%
 Will be full within 5 years
 No construction planned

State Archives Building is used to house 30,000 cu. ft. (18%) of Records Center holdings.

Existing environmental controls (NFPA standards):

100% year-round temperature controls
 0% year-round humidity controls
 100% fire detection
 0% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES**Technical assistance provided by Archives and Records Management Division (FY 1994):**

No. completed 3,654 (state agencies)
 457 (local govt officials)
 No. of agencies served 200 (state agencies)
 2,200 (local govt officials)

No. of local government units (1992):

39 counties 296 school districts
 268 municipalities 1,192 special districts

Services to state and local government agencies

Training and consultation
 Publications
 Conservation/preservation
 Micrographics services
 Labor in agencies (inventorying, processing, conservation)

State Archives has authority to accept original archival records from local governments

MICROGRAPHICS**Microfilming activities by Archives and Records Management Division (FY 1994)**

Source document microfilming 1,245,261 images
 Processing 5,330 rolls
 Duplicating 8,057 rolls
 5,198 fiche

Archives and Records Management Division provides centralized micrographics services for state and local government agencies.

Archives and Records Management Division has experienced redox problems.

Archives and Records Management Division stores security microfilm for state and local government agencies.

PRESERVATION POLICIES AND SERVICES**Preservation activities by Archives and Records Management Division (FY 1994)**

143 sheets cleaned and deacidified
 121 sheets mended

Archives and Records Management Division does not have a written preservation plan or a written disaster plan.

Archives and Records Management Division does not have a preservation officer or trained, full-time conservator.

Washington does not have a statewide preservation plan.

The Department of Community Development administers a statewide disaster response team but the Archives and Records Management Division does not participate.

AUTOMATED APPLICATIONS**Archives and Records Management Division uses automated applications for the following:**

Finding aids	Gen-Cat
Accessioning	Records Center Management systems
Inventory control	Records Center Management systems
Records scheduling	Automatic Records Retention System

Electronic Mail

Archives and Records Management Division does not have the ability to communicate via e-mail. NASIRE reports that Washington is planning a common directory to connect various agency electronic mail systems.

ELECTRONIC RECORDS

Archives and Records Management Division has an electronic records management program integrated with its regular program.

Archives and Records Management Division has not surveyed/inventoried or scheduled dispositions for electronic records.

Archives and Records Management Division has issued "Imaging Systems, Standards for Accuracy and Durability," as Chapter 434-663 of WAC.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1994 statute
Includes electronic records.

Public's right to access to government records

provided in statute.

Restrictions to specific classes of records

provided, no time limits set.

Permanent paper standards

Regulation

Optical imaging standards

Under development

Admissibility of microfilm

Statute

Admissibility of optical images

Under development

Admissibility of electronic records

Under development

Theft/defacement of a public record

None

Replevin

None

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

Assigned to Statewide Information Task Force; Archives and Records Management Division is active in the state's IRM work.

Information Policy Coordination

Constituted formally, assigned to Statewide Information Task Force; Archives and Records Management Division is active in the information policy work.

Government Information Locator Service

Under development.

Electronic Access to Government Information and Services

NASIRE reports that Washington is conducting a pilot kiosk project.

NGA reports that Washington developed a public video telecommunications system to improve communications between state agencies, elected officials, municipal governments, public schools, higher education institutions and citizens.

Washington State Information Exchange
<http://olympus.dis.wa.gov/>

Washington Education Network (WEEdNet)
<http://www.wednet.edu/>

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS**Regional branch system expanding**

The Northwest Washington Regional Branch (Goltz-Murray Building) that opened in Bellingham in August 1993. The Central Washington Regional Branch (Bledsoe-Washington Building) opened in Ellensburg in October 1994. The Puget Sound Regional Branch project received both design and construction funding in the 1995 legislature. This facility is to be a collocated building to be constructed on the campus of Bellevue

Community college. The college will occupy the top floor where it will house the newly funded Northwest Center for Emerging Technologies. The Archives Division will house its Puget Sound Regional Branch on the lower floor. In the next biennium, the Division will be requesting funds for designing our Eastern Washington Regional Branch, to be located at the Riverpoint Higher Education Park in downtown Spokane.

SHRAB ACTIVITIES

The Washington State Historical Records Advisory Board is undertaking an NHPRC-funded strategic planning project.

FOR FURTHER INFORMATION**State Archives and Records Management**

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Notes

Program elements included in Archives and Records Management budget and FTE figures: In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Washington budget and personnel figures also cover

- service to local governments
- centralized micrographics,
- preservation microfilming,
- records preservation
- records center
- regional branch archives system

The Washington State Archives also must pay space charges for main and auxiliary archives and records center facilities out of its budget. In addition to appropriations, the Washington State Archives receives funds from fees for services or chargebacks, and grants.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: David W. Owens, Deputy State Archivist, Division of Archives and Records Management, 1120 Washington, St. SE, Olympia, WA 98504-0238. Telephone: (360) 753-5485.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.